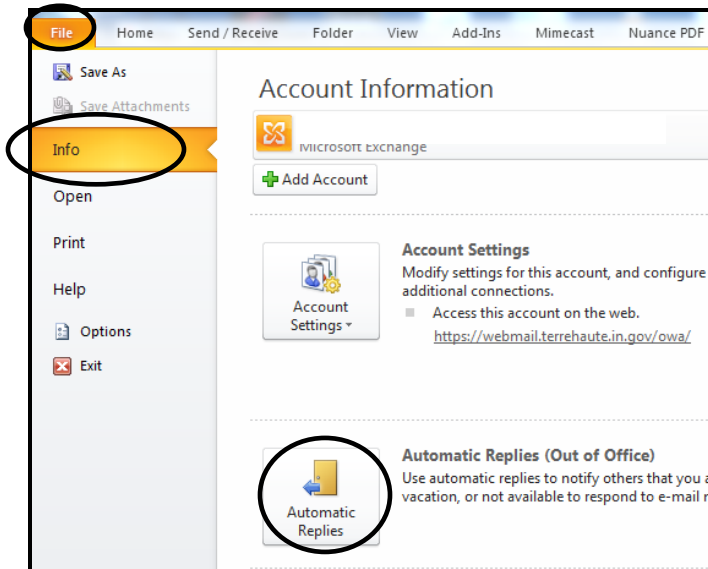# Out of Office Automatic Replies
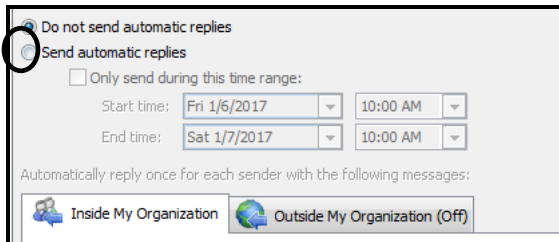# Outlook 2010

Launch Microsoft Outlook

Click:
1. File Tab
2. Info
3. Double click Automatic Replies

Under automatic replies choose:
1. Send automatic replies

2. In the " Inside My Organization" tab and "Outside My Organization" tab, type the desired message.
3. Click "Ok"
4. Click X

Option: If desired can check the box to only send automatic replies during a particular time range. If you select this the out of office assistant will continue to run until the end date and time you selected.

To turn off Automatic Replies
Launch Microsoft Outlook

Click Turn off" in the yellow task bar shown below.